



# CALIFORNIA STATE TREASURER'S OFFICE

## JOB OPPORTUNITY BULLETIN

<b>Class:</b>	<b>Executive Secretary I</b>
<b>Tenure:</b>	<b>Permanent</b>
<b>Time Base:</b>	<b>Full-Time</b>
<b>Salary:</b>	<b>\$3020- \$3672</b>

Under the direction of the Assistant Director of the Public Finance Division, with wide latitude for independent action, provides secretarial and administrative support and assists the Assistant Directors and Section Managers on confidential and sensitive issues.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS:**

- Relieves the Division's Assistant Directors of administrative detail and provides limited staff support on program issues by coordinating the Division's involvement in departmental processes and projects. Identifies incoming and outgoing documents pertinent to current issues and classifies such material, retaining it in readily accessible active files. Gains sufficient understanding of such material and issues, affording the ability to provide a response to personal and telephone inquiries regarding the status from other Treasurer's Office staff, the Governor's Office, the Legislature, other affected parties in the financial industry and the public. Prepares correspondence on behalf of the Assistant Directors; gathers and summarizes data for reports; maintains assignment logs using communications and word-processing software in a network environment; and develops and implements computer-based management information systems.
- Provides secretarial and office support by screening incoming correspondence directed to the Assistant Directors and independently secures information for reply through research of the subject matter; reviewing outgoing correspondence for consistency with policy, format, grammatical construction and clerical error; independently composes correspondence on a wide range of subjects requiring knowledge of the procedures and policies of the Division and the State Treasurer's Office. Screens a variety of high-level personnel, visitors and telephone calls referring them to the appropriate personnel or personally provides the information on agency programs and policies. Prepares in-state and out-of-state travel expense claims for the Assistant Directors and Managers, including compiling data on their travel itineraries and travel expenses; coordinates travel expense reimbursements; plans meetings; prepares agendas; develops and maintains various confidential and administrative filing systems; and assists and relieves executive support staff when needed.

### **DESIRABLE QUALIFICATIONS:**

- Ability to establish and maintain cooperative working relationships.
- Ability to work independently and under pressure.
- Ability to recognize issues of sensitivity and use tact and discretion.
- Ability to accept multiple assignments and to meet deadlines.
- Ability to type 40 words per minute.
- Experience using personal computers, including relational database applications and Windows software.
- Good attendance, work habits and dependability.

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and have employment list eligibility as an Executive Secretary I or are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "500-1257-001" next to the classification on your application/resume, i.e., Executive Secretary I, PFD (500-1247-001).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**. Applications will be screened and only applicants with the best qualifications will be interviewed.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.